

# Memorandum

TO : Registrar/TR

DATE: 24 February 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 7  
17 - 21 February 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. The Agency Training Record 1948-1963: The first report, the alphabetical listing of on-duty personnel and showing the internal and external programs they completed has been delivered to AIB. AIB's next step is to proofread the external training information and submit formal corrections. It is hoped that after all of the manual proofreading is finished and corrections taped we will be able to get another master run from which we can retrieve special reports on training confidently. The other two reports that show the information by component and by course will not be ready until the end of this week.

The special computer report on management training of Agency employees was delivered to the Management Faculty on 17 February, the requested date.

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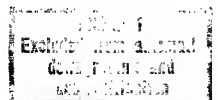
### B. [REDACTED] Qualifications and Analysis

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Branch/OP, visited C/AIB to clear acceptance of the changes being introduced in that part of the Agency's application form which deals with language proficiency. Marsh had already obtained acceptance from [REDACTED] (The change is a 1-5 scale, but instead of the numeral "one" equaling "Native" proficiency it will represent "Elementary"; the numeral "five", formerly "Slight" or no proficiency, will now mean "Native.") The OCS people will convert the present scale of information for the next Language Qualifications Register.

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C. [REDACTED] request for information on the training we do for the Department of State and what State does for the Agency was referred to R/TR. The information is part of the Program Analysis Staff surveying offices in terms of what offices do for outside agencies.



SUBJECT: Weekly Activities Report No. 7 (cont.)

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D. In response to an inquiry from [REDACTED] about a young man [REDACTED] office attending the Operations course, C/AIB referred [REDACTED] to [REDACTED] and added [REDACTED] need to send a memorandum to the DTR in which reasons for [REDACTED] attending the course are detailed. The memorandum was in the DDP/TRO's Office as of 20 February.

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E. Arrangements were made for the three people taking the [REDACTED] course to be given briefings on the training site. The briefings were handled by C/OS and AC/CT.

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F. Non-JOT's who will attend the Operations Familiarization course have been notified in writing of their need to attend an Administrative and Security Briefing on Thursday, 27 February at noon in Room 501. The questionnaires that [REDACTED] wanted completed were also sent to each applicant. We expect to turn over to [REDACTED] any loose ends of support material that we have for the course at the time of the Thursday briefing.

G. [REDACTED] C/IS, has notified us of an Intelligence Briefing Course (the second of its kind) that he is planning to give for four weeks beginning 23 March on Tuesday and Thursday, 9 to 12 each week. Burney will need a room for this; perhaps at Headquarters.

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H. [REDACTED] gave several strong reasons for OTR's not taking over custody of 1A-07 and 1A-13. When he explained the security, financial, and logistics support required of custodians, we were happy to dismiss the proposal.

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I. On three occasions recently, we have consulted our 1950-52 PM Records for information to support Agency employees attendance and early PM courses. The most recent one concerned [REDACTED] Apparently this is part of the Special Warfare Center bringing information on Reservists up to date.

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J. PO/TR, [REDACTED] informed us that [REDACTED] will attend the Operations Familiarization course.

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K. Status of Courses:

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25X1A9a CS Records Officer: 24 February--oversubscribed. Decision as to those designated for the next course was handled with [REDACTED] Chief Instructor. AIB was not in a position--and applications don't carry the information--to determine who of the applicants are Records Officers or destined to become such. [REDACTED] is attending the course since she's expected to teach elements of records handling in the operations support courses.

25X1A9a Budget and Finance, 24 February, cut to 15 after consultations with [REDACTED]

25X1A6a W Management Course for NPIC for GS 11-14 and to be given at [REDACTED] beginning 22 March, has 13 candidates earmarked by [REDACTED] to attend. [REDACTED] would like 21 in the class. Training Officers were notified of openings; many are interested. 25X1A

25X1A Registrations for Intelligence Research Techniques and for [REDACTED] [REDACTED] scheduled 9 March are running low.

W L. Weekly Attendance. 17-21 February -- 817 persons attended 108 internal OTR courses or programs.

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